



**North Carolina Department of Health and Human Services  
Division of Aging and Adult Services**

Michael F. Easley, Governor  
Dempsey Benton, Secretary

Dennis W. Streets  
Director

**—MEMORANDUM—**

**TO:** LRO Executive Directors  
AAA Administrators

**FROM:** Dennis Streets *Dennis W. Streets*

**DATE:** November 12, 2008

**RE:** **FY 2008-2009 AAA SELF-ASSESSMENT**

The annual Division of Aging and Adult Services “*Self-Assessment Guide for Monitoring of Area Agencies on Aging*” is the basic monitoring tool used to evaluate programs administered by and subcontracted through the AAA. Once completed, the self assessment is used to help us determine, by program, those areas where an on-site monitoring visit is deemed necessary. Site visits will be scheduled with each AAA Administrator in late January and early February, 2009. With our tight travel restrictions, we will be making every effort to coordinate and consolidate our visit. We will be conducting an on-site visit to each AAA to comply with the U.S. Administration on Aging’s monitoring requirements. Site visits will begin in February 2009 and continue through May 2009.

The self assessment documents are available for download at <http://www.dhhs.state.nc.us/aging/monitor/mttools.htm>. The AAA Administrator is to assume responsibility for completing all sections of the self-assessment and secure signatures as needed. The following self-assessment documents are to be completed and submitted electronically to [kim.jacobs@ncmail.net](mailto:kim.jacobs@ncmail.net):

Section I - Elder Rights and Special Initiatives (Ombudsman Program)

a. Legal Services

b. Title V SCSEP (Regions B, C, F, L, N and P only)

Section II – Planning and Administration

Note: Area Plan Exhibit 15 may be submitted in lieu of Part II. Area Plan Exhibit 16 may be submitted in lieu of Part III.

Section III – Service Operations

Section IV - Fiscal - Part A and Part B Worksheets

Attachment pages are to be submitted electronically or by mail to our office. Any sections requiring signatures pages should be mailed. **The completed self assessment and corresponding attachments are due to the Division no later than Wednesday, December 17, 2008.** Thank you for your assistance. Please contact Kim Jacobs if you have any questions.